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MONTANA BUSINESS LICENSING HANDBOOK

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YEAR:

FEE: TYPE:

LICENSE NUMBER: DATE ISSUED:

This license is issued by the State of Montana, Helena, Montana, in compliance with Sections 50-6-301 through 50-6-316, MCA, and expires December 31, 1986.

Application for this license has been made in due form by:

Licensee:

Establishment:

Address:

THE GREAT SEAL OF THE STATE OF MONTANA

_____
Director

THIS LICENSE MUST BE PLAINLY DISPLAYED IN YOUR PLACE OF BUSINESS
THIS LICENSE IS NOT TRANSFERABLE TO ANOTHER PARTY OR SERVICE

MONTANA DEPARTMENT OF COMMERCE

Build Montana

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HANDBOOK

MONTANA BUSINESS LICENSING CENTER

DEPARTMENT OF COMMERCE
1424 – 9TH AVENUE
HELENA, MONTANA 59620

CENTER PHONE: (406) 444-3923
JOHN BALSAM
COORDINATOR

TOLL FREE: 1-800-221-8015

May, 1984

FORWARD

This handbook is a compilation of state licenses required by law to do business in the State of Montana. Most required application forms and information can be obtained from the Business Licensing Center of the Department of Commerce as well as from the individual issuing agency.

The information listed is obviously presented in summary form. Every effort has been made to be accurate and comprehensive, however, this is not a legal document and should not be relied on exclusively to determine legal responsibilities.

The Department of Commerce would like to express its thanks to all government agencies that assisted in the compilation of the information contained in this handbook. We encourage comments, criticisms and suggestions on the format and extent of the information. As ideas are received, they can be incorporated into future editions.

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DEPARTMENT OF ADMINISTRATION

BUILDING CODES DIVISION

1218 East 6th Avenue
Helena, Montana 59620 (406) 444-3933

LICENSE: ELECTRIC PERMIT*
BUILDING PERMIT*
MECHANICAL PERMIT*
PLUMBING PERMIT*
PASSENGER ELEVATOR ANNUAL OPERATING CERTIFICATE**

COST: Variable

CODE/ARM: MCA Title 50, Chap. 60, ARM Chap. 32

* These permits are required for new construction and remodeling work.

** New passenger elevators also require a construction permit.

ARCHITECTURE & ENGINEERING DIVISION

1500 East 6th Avenue
Helena, Montana 59620 (406) 444-3104

LICENSE: CERTIFICATE TO OPERATE TRAMWAY

COST:

Aerial Passenger Tramway	$100.00 each
Ski Mobiles or Chairlifts	50.00 each
J-Bar, T-Bar, Platter Pull	25.00 each
Rope or Wire Tow	15.00 each

LICENSE: CERTIFICATE OF REGISTERED TRAMWAY ENGINEER

COST: Application - $10.00; Renewal - $5.00

CODE/ARM: MCA Title 23, Chap. 2; ARM Title 2, Chap. 31

DEPARTMENT OF COMMERCE

CONSUMER AFFAIRS UNIT

1424 9th Avenue
Helena, Montana 59620 (406) 444-4313

LICENSE: PROPRIETARY SCHOOL LICENSE

COST: $50.00; Renewal - $25.00
$10,000 Surety Bond required

CODE/ARM: MCA Title 20, Chap. 30; ARM Title 8, Chap. 2

LICENSE: PROPRIETARY SCHOOL AGENT PERMIT

COST: $25.00; Renewal - $10.00
$1,000.00 Surety Bond required

CODE/ARM: MCA Title 20, Chap. 30; ARM Title 8, Chap. 3

LICENSE: PUBLIC CONTRACTOR'S LICENSE

COST: Class A - $250.00; Class B - $150.00; Class C - $100.00

CODE/ARM: Title 15, Chap. 50; ARM Title 42, Chap. 31

MILK CONTROL BUREAU
1424 9th Avenue
Helena, Montana 59620 (406) 444-2875

LICENSE: PRODUCER, PRODUCER-DISTRIBUTOR, DISTRIBUTOR AND JOBBER LICENSE
COST: $2.00 each annually
CODE/ARM: MCA Title 81, Chap. 23

FINANCIAL DIVISION
1424 9th Avenue
Helena, Montana 59620 (406) 444-2091

LICENSE: CONSUMER LOAN LICENSE
COST: $175.00; Renewal - $125.00
CODE/ARM: MCA Title 32, Chap. 5

LICENSE: CONSUMER LOAN SUPPLEMENTARY LICENSE
COST: $75.00 annually
CODE/ARM: MCA Title 32, Chap. 5

LICENSE: SALES FINANCE COMPANY LICENSE
COST: $100.00 annually
CODE/ARM: MCA Title 31, Chap. 1

WEIGHTS AND MEASURES BUREAU
1424 9th Avenue
Helena, Montana 59620 (406) 444-3164

LICENSE: PETROLEUM DEALER'S LICENSE
COST: Variable
CODE/ARM: MCA Title 82, Chap. 15

LICENSE: WEIGHING DEVICE LICENSE
COST: Variable
CODE/ARM: MCA Title 30, Chap. 12

DEPARTMENT OF FISH, WILDLIFE AND PARKS

LAW ENFORCEMENT DIVISION
1420 East 6th Avenue
Helena, Montana 59620 (406) 444-2452

LICENSE: OUTFITTER LICENSE
COST: Variable
CODE/ARM: MCA Title 87, Chap. 4; ARM Title 12, Chap. 6

LICENSE: PROFESSIONAL GUIDE LICENSE
COST: Resident $15.00; Non-resident $100.00
CODE/ARM: MCA Title 87, Chap. 4; ARM Title 12, Chap. 6

LICENSE: TAXIDERMIST LICENSE

COST: $15.00
CODE/ARM: MCA Title 87, Chap. 4; ARM None

LICENSE: FUR DEALER LICENSE

COST: Resident $10.00; Non-resident $50.00; Fur Dealer Agent $10.00
CODE/ARM: MCA Title 87, Chap. 4

LICENSE: GAME FARM PERMIT

COST: $100 Initial fee; $25.00 Annual renewal
CODE/ARM: MCA Title 87, Chap. 4

LICENSE: BIRD FARM PERMIT/FUR FARM PERMIT

COST: Not yet determined
CODE/ARM: MCA Title 87, Chap. 4

LICENSE: SHOOTING PRESERVES LICENSE

COST: $50.00 for first 160 acres, plus $20.00 for each additional 160 acres
CODE/ARM: MCA Title 87, Chap. 4

LICENSE: COMMERCIAL MINNOW SEINING LICENSE

COST: $10.00
CODE/ARM: MCA Title 87, Chaps. 3 and 4; ARM Title 12, Chap. 7

LICENSE: PRIVATE FISH POND LICENSE

COST: No Charge (Corporate Surety Bond of $500.00 required)
CODE/ARM: MCA Title 87, Chap. 4

LICENSE: ROADSIDE ZOO OR MENAGERIE PERMIT

COST: $10.00 - 5 animals or less; $25.00 more than 5 animals
CODE/ARM: MCA Title 87, Chap. 4; ARM Title 12, Chap. 6

FISHERIES DIVISION
1420 East 6th Avenue
Helena, Montana 59620 (406) 444-2449

LICENSE: COMMERCIAL FISHING PERMIT

COST: Class A - $500.00; Class B - $200.00; Class X - No Fee
CODE/ARM: MCA Title 87, Chaps. 3 and 4; ARM Title 12, Chap. 7

DEPARTMENT OF HEALTH AND ENVIRONMENTAL SCIENCES

ENVIRONMENTAL SCIENCES DIVISION

FOOD AND CONSUMER SAFETY BUREAU
Cogswell Building
Helena, Montana 59620 (406) 444-2408

LICENSE: FOOD PURVEYOR LICENSE

COST: $30.00 Annually
CODE/ARM: MCA Title 50, Chap. 50; ARM Title 16, Chap. 10

LICENSE: PUBLIC ACCOMODATION LICENSE

COST: $30.00 Annually
CODE/ARM: MCA Title 50, Chap. 51; ARM Title 16, Chap. 10

LICENSE: TOURIST CAMPGROUND AND/OR TRAILER COURT LICENSE

COST: $30.00 Annually
CODE/ARM: MCA Title 50, Chap. 52, ARM Title 16, Chap. 10

LICENSE: SWIMMING POOL OR AREA APPROVAL

COST: None
CODE/ARM: MCA Title 50, Chap. 53; ARM Title 16, Chap. 10

WATER QUALITY BUREAU

Cogswell Building
Helena, Montana 59620 (406) 444-2406

LICENSE: SUBDIVISION CERTIFICATE OF APPROVAL

COST: Maximum of $48.00 per lot, trailer space or condominium living unit
CODE/ARM: MCA Title 76, Chap. 4; ARM Title 16, Chap. 16

HEALTH SERVICES AND MEDICAL FACILITIES DIVISION

EMERGENCY MEDICAL SERVICES BUREAU

Cogswell Building
Helena, Montana 59620 (406) 444-3895

LICENSE: AMBULANCE SERVICE LICENSE

COST: $35.00 Annually
CODE/ARM: MCA Title 50, Chap. 6; ARM Title 16, Chap. 30

LICENSING AND CERTIFICATION BUREAU

Cogswell Building
Helena, Montana 59620 (406) 444-2037

LICENSE: MENTAL HEALTH AND MENTAL RETARDATION INSTITUTIONS - RECEIVE HEALTH CARE FACILITY/ SERVICE LICENSE

COST: 20 beds or less $20.00
21 beds or more $1.00 per bed
CODE/ARM: MCA Title 50, Chap. 5; ARM Title 16, Chap. 32

LICENSE: HOSPITALS - RECEIVE HEALTH CARE FACILITY/ SERVICE LICENSE

COST: 20 beds or less $20.00
21 beds or more $1.00 per bed
CODE/ARM: MCA Title 50, Chap. 5; ARM Title 16, Chap. 32

LICENSE: HOSPITAL RELATED FACILITIES - RECEIVE HEALTH CARE FACILITY/SERVICE LICENSE

COST: 20 beds of less $20.00
21 beds or more $1.00 per bed
CODE/ARM: MCA Title 50, Chap. 5; ARM Title 16, Chap. 32

LICENSE: HOME HEALTH AGENCIES - RECEIVE HEALTH CARE FACILITY/SERVICE LICENSE

COST: $20.00
CODE/ARM: MCA Title 50, Chap. 5; ARM Title 16, Chap. 32

LICENSE: OUTPATIENT FACILITIES - RECEIVE HEALTH CARE FACILITY/SERVICE LICENSE

COST: $20.00
CODE/ARM: MCA Title 50, Chap. 5; ARM Title 16, Chap. 32

HEALTH PLANNING AND RESOURCE DEVELOPMENT BUREAU
Cogswell Building
Helena, Montana 59620 (406) 444-3121

LICENSE: CERTIFICATE OF NEED*

COST: None
CODE/ARM: MCA Title 50, Chap. 5; ARM Title 16, Chap. 32

*Required prior to receiving Health Care Facility/Service License.

DEPARTMENT OF HIGHWAYS

GROSS VEHICLE WEIGHT DIVISION
2701 Prospect Avenue
Helena, Montana 59620 (406) 444-6130

LICENSE: TEMPORARY TRIP PERMIT – GVW ~~FORM~~ 32*

COST: $10.00 - $20.00 Based on Mileage
CODE/ARM: MCA Title 61, Chap. 10; ARM Title 8, Chap. 8

*Issued to Non-residents in lieu of regular license.

LICENSE: TEMPORARY SPECIAL FUEL LICENSE – GVW FORM 32*

COST: $30.00
CODE/ARM: MCA Title 15, Chaps. 70-71; ARM Title 18, Chap. 8

*Issued to residents and Non-residents in lieu of regular license through Dept. of Revenue.

LICENSE: GROSS VEHICLE WEIGHT FEES RECEIPT – GVW FORM 3

COST: Variable
CODE/ARM: MCA Title 61, Chaps. 3 and 10; ARM Title 18, Chap. 8

LICENSE: LIQUIFIED PETROLEUM GAS LICENSE – GVW FORM 13

COST: $15.00 - $1,000.00
CODE/ARM: MCA Title 15, Chap. 71

LICENSE: RESTRICTED ROUTE – LOAD PERMITS – GVW FORM 32*

COST: $20.00 Trip; $100.00 Term
CODE/ARM: MCA Title 61, Chap. 10; ARM Title 18, Chap. 8

*Issued for Vehicles hauling in excess of 80,000 pounds.

LICENSE: APPLICATION AND SPECIAL PERMIT – GVW FORM 32*

COST: $10.00 - $75.00, plus weight mileage fees or $10.00 - $50.00

CODE/ARM: MCA Title 61, Chap. 10; ARM Title 18, Chap. 8

*Issued for oversize and/or overweight vehicles and loads.

LICENSE: PROPORTIONAL LICENSING – APPORTIONMENT*

COST: Percentage of miles traveled in Montana

CODE/ARM: MCA Title 61, Chaps. 3 and 10; ARM Title 18, Chap. 8

*For licensing of Interstate Commercial Vehicles.

DEPARTMENT OF INSTITUTIONS

ALCOHOL AND DRUG ABUSE DIVISION

1539 11th Avenue
Helena, Montana 59620 (406) 444-2827

LICENSE: APPROVAL OF CHEMICAL DEPENDENCY TREATMENT SERVICES

COST: None

CODE/ARM: MCA Title 53, Chap. 24; ARM Title 20, Chap. 3

DEPARTMENT OF JUSTICE

MOTOR VEHICLE DIVISION

Registrar's Bureau
925 Main
Deer Lodge, Montana 59722 (406) 846-1424

LICENSE: NEW CAR DEALERS' LICENSES

COST: $25.00 per set of dealer plates
$5.00 filing fee

CODE/ARM: MCA Title 61, Chap. 4

Application must be renewed annually accompanied by a $5,000.00 performance bond. Must maintain on file with Registrar's Bureau a copy of current certified sales or franchise agreement.

LICENSE: MANUFACTURERS, DISTRIBUTORS AND IMPORTERS LICENSE

COST: $15.00 Annually/Renewal in June of each year

CODE/ARM: MCA Title 16, Chap. 4

LICENSE: MOTORCYCLE DEALERS' LICENSES

COST: $45.00 License Fee
$5.00 Filing Fee
$3.00 Per Plate

CODE/ARM: MCA Title 61, Chap. 4

Application must be renewed annually and accompanied by a $5,000.00 Performance Bond. Must maintain on file with Registrar's Bureau a copy of current certified sales or franchise agreement.

LICENSE: TRAILER DEALERS' LICENSES

COST: $45.00 License Fee
$5.00 Filing Fee
$3.00 Per Plate

CODE/ARM: MCA Title 61, Chap. 4

Application must be renewed annually and accompanied by a $5,000.00 Performance Bond.

LICENSE: RECREATIONAL VEHICLE DEALERS' LICENSE

COST: $25.00 per set of dealer plates
$5.00 Filing Fee

CODE/ARM: MCA Title 61, Chap. 4

Application must be renewed annually and accompanied by a $5,000.00 Performance Bond. Must maintain on file with Registrar's Bureau a copy of current certified sales or franchise agreement.

LICENSE: USED CAR DEALER'S LICENSE

COST: $300.00 Initial fee for first year
$25.00 per set of dealer plates
$5.00 Filing Fee

CODE/ARM: MCA Title 61, Chap. 4

Application must be renewed annually and accompanied by a $5,000.00 Performance Bond. Used car dealer must sell more than five (5) cars per year in order to maintain dealer's license.

DEPARTMENT OF LABOR AND INDUSTRY

WORKERS' COMPENSATION DIVISION

P. O. Box 4759
Helena, Montana 59604 (406) 444-6500

LICENSE: BOILER ENGINEERS LICENSE

COST: Low Pressure $8.00/Renewal $4.00
Third Class $12.00/Renewal $4.00
Second Class $20.00/Renewal $4.00
First Class $30.00/Renewal $4.00

CODE/ARM: MCA Title 50, Chap. 74; ARM Title 24, Chap. 30

LICENSE: HOISTING ENGINEERS LICENSE

COST: Second Class $20.00/Renewal $4.00
First Class $30.00/Renewal $4.00
Annual Renewal must have current Physical Form signed by a medical doctor

CODE/ARM: MCA Title 50, Chap. 76; ARM Title 24, Chap. 30

LICENSE: CRANE AND HOISTING LICENSE

COST: First Class $30.00/Renewal $4.00
Second Class $20.00/Renewal $4.00
Third Class $12.00/Renewal $4.00
First and Second Class require an Annual Physical Form signed by a medical doctor. Third Class does not need annual physical.

CODE/ARM: MCA Title 50, Chap. 76; ARM Title 24, Chap. 30

LICENSE: TRACTION LICENSE

COST: $12.00/Renewal $4.00
CODE/ARM: MCA Title 50, Chap. 74; ARM Title 24, Chap. 30

LABOR STANDARDS DIVISION

Capitol Station
Helena, Montana 59620 (406) 444-5600

LICENSE: PRIVATE EMPLOYMENT AGENCY LICENSE

COST: $100.00 Plus $2,000.00 Bond required
CODE/ARM: MCA Title 39, Chap. 5; ARM Title 24, Chap. 19

License application should include a copy of the Contract which the agency uses when placing a client.

DEPARTMENT OF LIVESTOCK

STATE VETERINARIAN

Scott Hart Building
301 Roberts
Helena, Montana 59620 (406) 444-2043

LICENSE: GARBAGE FEEDERS LICENSE (TO SWINE)

COST: $5.00 Annually
CODE/ARM: MCA Title 81, Chap. 2; ARM Title 32, Chap. 6

Must comply with specific cooking of garbage requirements.

LICENSE: PERMISSION FOR SALE OR DISTRIBUTION OF ANIMAL TUBERCULIN

COST: None
CODE/ARM: MCA Title 81, Chap. 2

Department must be notified of destination.

LICENSE: MONTANA QUALITY LABEL

COST: Provided at Department set price.
CODE/ARM: MCA Title 81, Chap. 8

Must comply with Departmental inspection and quality requirements.

LICENSE: BUTCHERS LICENSE

COST: $5.00 Annually for each establishment
CODE/ARM: MCA Title 81, Chap. 9

LICENSE: MEAT PEDDLERS LICENSE

COST: $100.00 Annually
CODE/ARM: MCA Title 81, Chap. 9

Meat Peddler does not maintain a licensed slaughterhouse or meat market.

LICENSE: SLAUGHTERHOUSE LICENSE

COST: $1.00 Annually
CODE/ARM: MCA Title 81, Chap. 9; ARM Title 32, Chap. 6

Must comply with Departmental sanitary requirements.

LICENSE: RENDERING OR DISPOSAL PLANT LICENSE

COST: $5.00 Annually
CODE/ARM: MCA Title 81, Chap. 9

Must comply with Departmental sanitary requirements.

LICENSE: POULTRY SLAUGHTERHOUSE LICENSE
POUNTRY MEAT PACKINGHOUSE LICENSE
POULTRY MEAL DEPOT LICENSE

COST: None
CODE/ARM: MCA Title 81, Chap. 20; ARM Title 32, Chap. 6

Slaughterhouse means place where poultry are butchered. Meat Packinghouse means place where poultry are prepared and/or processed. Meat Depot means place where poultry products are stored.

LICENSE: EGG DEALERS LICENSE

COST: $5.00 Annually
CODE/ARM: MCA Title 81, Chap. 20

Applies to those selling more than 25 cases per month.

LICENSE: EGG GRADERS LICENSE

COST: $5.00 Annually
CODE/ARM: MCA Title 81, Chap. 20; ARM Title 32, Chap. 12

LICENSE: FLUID MILK PLANT LICENSE

COST: $50.00 Annually
CODE/ARM: MCA Title 81, Chap. 21

Fluid milk plant is a place where milk or cream is purchased or collected and prepared in liquid form for distribution to consumers.

LICENSE: DAIRY FARMER LICENSE

COST: $5.00 Annually
CODE/ARM: MCA Title 81, Chap. 21

A dairy is a place selling milk or cream for public consumption in the form in which it was originally produced.

LICENSE: CONDENSED, EVAPORATED, OR POWDERED MILK FACTORY LICENSE

COST: $50.00 Annually
CODE/ARM: MCA Title 81, Chap. 21

LICENSE: MANUFACTURED DAIRY PRODUCTS PLANT LICENSE

COST: $50.00 Annually
CODE/ARM: MCA Title 81, Chap. 22; ARM Title 32, Chap. 9

Applies to non-fluid dairy products, i.e., cheese, ice cream, butter.

LICENSE: CREAM STATION LICENSE

COST: $5.00 Annually
CODE/ARM: MCA Title 81, Chap. 22

LICENSE: MANUFACTURED DAIRY PRODUCTS LICENSE

COST: $5.00 Annually
CODE/ARM: MCA Title 81, Chap. 22; ARM Title 32, Chap. 9

Not required if dairy licensed under MCA Title 81, Chap. 21.

LICENSE: GRADER-WEIGHER-SAMPLER AND HAULER LICENSE

COST: $5.00 Annually
CODE/ARM: MCA Title 81, Chap. 22; ARM Title 32, Chap. 10

Required for grading, weighting, sampling or hauling dairy products.

LICENSE: MILK AND CREAM TESTERS LICENSE

COST: $10.00 Annually
CODE/ARM: MCA Title 81, Chap. 22; ARM Title 32, Chap. 10

LICENSE: BOVINE SEMEN SHIPMENT PERMIT

COST: None
CODE/ARM: MCA Title 81, Chap. 2; ARM Title 32, Chap. 3

LICENSE: BIOLOGIC SHIPMENT, MANUFACTURE OR SALE PERMIT

COST: None
CODE/ARM: Arm Title 32, Chap. 3

LICENSE: BONE MEAL EXEMPTION PERMIT

COST: None
CODE/ARM: ARM Title 32, Chap. 6

LICENSE: ANIMAL IMPORTATION PERMIT

COST: None
CODE/ARM: ARM Title 32, Chap. 3

LICENSE: ANIMAL IMPORTATION HEALTH CERTIFICATE

COST: None
CODE/ARM: ARM Title 32, Chap. 3

LICENSE: BRUCELLOSIS VACCINATION CERTIFICATE

COST: None
CODE/ARM: Chapter III, Montana Sessions Laws of 1981

LICENSE: MILK DISTRIBUTOR'S PERMIT

COST: None
CODE/ARM: ARM Title 32, Chap. 8

BRANDS-ENFORCEMENT DIVISION
Scott Hart Building
301 Roberts
Helena, Montana 59620 (406) 444-2045

LICENSE: LIVESTOCK MARKET CERTIFICATE OF PUBLIC CONVENIENCE AND NECESSITY
COST: None
CODE/ARM: MCA Title 81, Chap. 8

Hearing before Board of Livestock is required.

LICENSE: LIVESTOCK BROKERS LICENSE
LIVESTOCK DEALERS LICENSE
COST: $50.00 Annually
CODE/ARM: MCA Title 81, Chap. 8

LICENSE: HIDE DEALERS OR BUYERS LICENSE
COST: $5.00 Annually
CODE/ARM: MCA Title 81, Chap. 8

Must comply with departmental inspection requirements.

LICENSE: AERIAL HUNTING PERMIT (OF COYOTES)
COST: $50.00 for three years
Proportionate amount for lesser time
CODE/ARM: MCA Title 81, Chap. 7; ARM Title 32, Chap. 22

Residency Required.

DEPARTMENT OF NATURAL RESOURCES AND CONSERVATION

CONSERVATION DISTRICTS DIVISION

25 South Ewing
Helena, Montana 59620 (406) 444-6667

LICENSE: 310 PERMIT (Issued by individual Conservation Districts)
COST: None
CODE/ARM: MCA Title 75, Chap. 7; ARM Title 36, Chap. 6

Permit required for any physical alteration of a natural, perennially flowing stream.

ENERGY DIVISION

25 South Ewing
Helena, Montana 59620 (406) 444-6697

LICENSE: CERTIFICATE OF PUBLIC NEED AND ENVIRONMENTAL COMPATIBILITY
COST: Cost of processing application, not to exceed maximums based upon the estimated cost of the facility, according to the following scale:
2% of estimated cost up to $1 million, plus 1% of estimated cost over $1 million and up to $20 million, plus
0.5% of estimated cost over $20 million and up to $100 million, plus
0.25% of estimated cost over $100 million and up to $300 million, plus
0.125% of estimated cost over $300 million.
CODE/ARM: MCA Title 75, Chap. 20; ARM Title 37, Chap. 7

Certificate required for major facilities of specified capacities that generate or transmit electricity, produce gas or liquid hydrocarbon products from coal, enrich uranium minerals, utilize or convert coal, or utilize geothermal resources, and their associated facilities such as transportation links, aqueducts, dams, and sub-stations. Not pertinent to most small businesses.

OIL AND GAS CONSERVATION DIVISION

25 South Ewing
Helena, Montana 59620 (406) 444-6675

LICENSE: GEOPHYSICAL EXPLORATION PERMIT

COST: $5.00 per calendar year and a surety bond of $10,000 for a single geophysical crew or a blanket surety bond of $25,000 for all geophysical crews of a firm.

CODE/ARM: MCA Title 82, Chap. 1; ARM Title 36, Chap. 22

Permit required for geophysical exploration using seismographs and explosives.

LICENSE: DRILLING PERMIT

COST: $25.00 for each well whose depth is 3,500 feet or less.
$75.00 for each well whose depth is from 3,501 ft. to 7,000 ft.
$150.00 for each well those depth is greater than 7,000 ft.

CODE/ARM: MCA Title 82, Chap. 11; ARM Title 36, Chap. 22

Permit required prior to commencing the drilling of a well for oil and gas.

WATER RESOURCES DIVISION

32 South Ewing
Helena, Montana 59620 (406) 444-6601

LICENSE: FLOODPLAIN PERMIT

COST: $25.00 for conforming use; $10.00 for variance (nonconforming use)

CODE/ARM: MCA Title 76, Chap. 5; ARM Title 36, Chap. 15

Permit required for artificial obstructions and nonconforming uses within a designated floodplain or floodway.

LICENSE: BENEFICIAL WATER USE PERMIT

COST: A) Application for Beneficial Water Use permit for consumptive uses: Fee charge based on following rate schedule:

0	- less than 25 acre-feet per year	$ 50
25	- less than 100 acre-feet per year	$ 100
100	- less than 500 acre-feet per year	$ 150
500	- less than 1,000 acre-feet per year	$ 200
1,000	- less than 1,000 acre-feet per year	$ 250

B) Application for Beneficial Water Use Permit for non-consumptive uses: Fee charged on following rate schedule:

0	- less than 1,000 acre-feet per year	$ 50
1,000	- less than 10,000 acre-feet per year	$ 100
10,000	- or more acre-feet per year	$ 200

For any application with a combination of consumtive and non-consumptive uses the rate schedule shown in (A) above shall apply.

C) For any request for an Interim Permit to drill and test only, there shall be a fee of $10 in addition to the rate shown in (A) or (B) above.

CODE/ARM: MCA Title 85, Chap. 2; ARM Title 36, Chap. 12

Permit required before appropriation of water or construction of diversion, impoundment, withdrawal, or distribution works. An exception is made for appropriating groundwater outside a controlled groundwater area, where a permit is not required for a well or developed spring of less than 100 gallons per minute. Within 60 days of completion of such a well or developed spring, the appropriator must file a Notice of Completion with the Department. Not pertinent to small businesses using water from municipal systems.

LICENSE:	**CHANGE, TRANSFER, OR SALE OF APPROPRIATION WATER RIGHT**
COST:	$50.00 For change applications concerning a replacement well or reservoir in the same source for domestic or stockwatering purposes: **Flat Rate Fee of $10.00.**
CODE/ARM:	MCA Title 85, Chap. 2; ARM Title 36, Chap. 12

Approval required for changing the place of diversion or place of use; severing all or any part of a right from the land; selling the right for other purposes or to other lands; or making the right appurtenant to other lands. Not pertinent to small businesses using water from municpal systems.

LICENSE:	**WEATHER MODIFICATION LICENSE**
COST:	$100.00
CODE/ARM:	MCA Title 85, Chap. 3; ARM Title 26, Chap. 20

License required for any person desiring to engage in weather modification activities.

LICENSE:	**WEATHER MODIFICATION PERMIT**
COST:	1% of estimated cost of weather modification operation
CODE/ARM:	MCA Title 85, Chap. 3; ARM Title 26, Chap. 20

Permit required before any weather modification or control activity may proceed.

LICENSE:	**LAKESHORE WORK PERMIT**
COST:	$10.00
CODE/ARM:	MCA Title 75, Chap. 7

Permit required for any work that will alter the sourse, current, or cross-sectional area of a natural lake of at least 160 acres in size, or its lakeshore, if a local governing body has adopted lakeshore protection regulations.

PUBLIC SERVICE COMMISSION

TRANSPORTATION DIVISION
2701 Prospect Avenue, Building D
Helena, Montana 59620 (406) 444-6190

LICENSE:	**CERTIFICATE OF PUBLIC CONVENIENCE AND NECESSITY**
COST:	$100.00 1-5 counties $200.00 6-25 counties $300.00 25 counties to statewide
CODE/ARM:	MCA Title 69, Chaps. 11 and 12; ARM 38.2.301 through 38.3.3405

Certificate is required for the transportation of goods for hire. Burden of proof is on the applicant to prove that he is fit, willing and able to provide the service and that there is a public need for the service.

DEPARTMENT OF REVENUE

LIQUOR DIVISION

Mitchell Building, Room 375
Helena, Montana 59620 (406) 444-2540

LICENSE: BEER DISTRIBUTORS

COST: $500.00 Annually plus fee for processing applications
CODE/ARM: MCA Title 16, Chap. 4; ARM Title 42, Chap. 12

LICENSE: WINE DISTRIBUTOR'S LICENSE

COST: $400.00 Annually plus fee for processing applications
CODE/ARM: MCA Title 16, Chap. 4; ARM Title 42, Chap. 12

LICENSE: BEER/WINE RETAILER'S LICENSE

COST: On-Premises $200.00 each, off-premises $200.00 each annually plus fee for processing application
CODE/ARM: MCA Title 16, Chap. 4; ARM Title 42, Chap. 12

LICENSE: LIQUOR LICENSE

COST: From $400.00 - $800.00 annually by population plus $20,000.00 original fee for cities with population over 10,000. Nationally chartered veteran's organizations $250.00 - $650.00; railroads and airlines $300; each special permit $20.00 - $30.00; resort $2,000.00; catering endorsement - $250.00 annually plus $35.00 for each event.
CODE/ARM: MCA Title 16, Chap. 4; ARM Title 42, Chap. 12

MISCELLANEOUS TAX DIVISION

Mitchell Building, Room 321
Helena, Montana 59620 (406) 444-2465

LICENSE: STORE LICENSE

COST: Retail $11.00 per year
Wholesale $43.50 per year
CODE/ARM: MCA Title 15, Chap. 57

LICENSE: CIGARETTE DEALER'S

COST: $5.00 to $50.00 Annually
CODE/ARM: MCA Title 16, Chap. 11; ARM Title 42, Chap. 31

MOTOR FUELS TAX DIVISION

Airport Road
Helena, Montana 59620 (406) 444-3474

LICENSE: DIESEL FUEL DEALER'S AND USER'S LICENSE

COST: Required bond amount determined by division. The bond can be either a surety bond or cash bond.
CODE/ARM: MCA Title 15, Chap. 70; ARM Title 42, Chap. 28

LICENSE: GASOLINE DEALER'S REFUND PERMITS

COST: $3.00; renewal $3.00 every 3 years

CODE/ARM: MCA Title 15, Chap. 70; ARM Title 42, Chap. 27

LICENSE: GASOLINE DISTRIBUTOR'S LICENSE

COST: Required bond amount determined by division when application is filed. The cost for this license is $200.00 per year.

CODE/ARM: MCA Title 15, Chap. 70; ARM Title 42, Chap. 27

LICENSE: ALCOHOL DISTRIBUTOR'S LICENSE

COST: Need to file an application

CODE/ARM: Not assigned yet

NATURAL RESOURCE AND CORPORATION TAX DIVISION

Mitchell Building, Room 332
Helena, Montana 59620 (406) 444-2441

LICENSE: INDIVIDUALS WHO ENGAGE IN SELLING COAL AT RETAIL MUST NOTIFY THE DIVISION
INDIVIDUALS WHO PRODUCE OR SELL CEMENT OR GYPSUM PRODUCTS MUST NOTIFY DIVISION FOR SPECIAL REPORTING AND LICENSE TAXES.

COST: Variable

CODE/ARM: MCA Title 15, Chaps. 58-59; ARM None

INCOME TAX DIVISION

Mitchell Building, Third Floor
Helena, Montana 59620 (406) 444-2837

LICENSE: REGISTRATION OF EMPLOYER FOR INCOME TAX PURPOSES.

COST: None

CODE/ARM: MCA Title 15, Chap. 30; ARM Title 42, Chap. 17

SECRETARY OF STATE

CORPORATIONS BUREAU

State Capitol, Room 202
Helena, Montana 59620 (406) 444-3665

CERTIFICATE: REGISTRATION OF ASSUMED BUSINESS NAME

COST: $15.00/Renewal after 5 years - $10.00

CODE/ARM: MCA Title 30, Chap. 13

CERTIFICATE: REGISTRATION OF TRADEMARK

COST: $20.00/Renewal after 5 years - $20.00

CODE/ARM: MCA Title 30, Chap. 13

CERTIFICATE: CERTIFICATE OF LIMITED PARTNERSHIP

COST: $15.00

CODE/ARM: MCA Title 35, Chap. 12

CERTIFICATE: ARTICLES OF INCORPORATION

COST: $15.00 plus license fee based on authorized shares
CODE/ARM: MCA Title 35, Chap. 1

Further forms will be required for any amended certificates.

DEPARTMENT OF SOCIAL AND REHABILITATION SERVICES

COMMUNITY SERVICES DIVISION

111 Sanders
Helena, Montana 59620 (406) 444-3865

LICENSE: DAY CARE LICENSE – 13 OR MORE CHILDREN

COST: None
CODE/ARM: MCA Title 53, Chap. 4; ARM Title 46, Chap. 5

LICENSE: YOUTH FOSTER CARE – FULL-TIME SIX OR FEWER CHILDREN

COST: None
CODE/ARM: MCA Title 41, Chap. 3; ARM Title 46, Chap. 5

LICENSE: ADULT FOSTER CARE

COST: None
CODE/ARM: MCA Title 53, Chap. 5, Part 3

LICENSE: CHILD CARE AGENCIES – FULL-TIME 13 OR MORE CHILDREN

COST: None
CODE/ARM: MCA Title 41, Chap. 3; ARM Title 46, Chap. 5

LICENSE: COMMUNITY HOMES FOR DEVELOPMENTALLY DISABLED

COST: None
CODE/ARM: MCA Title 53, Chaps. 4 and 20; ARM Title 46, Chap. 5

LICENSE: YOUTH GROUP HOME – FULL-TIME – 7 - 12 CHILDREN

COST: None
CODE/ARM: MCA Title 41, Chap. 3; ARM Title 46, Chap. 5

DEPARTMENT OF STATE LANDS

DIVISION OF FORESTRY

2705 Spurgin Road
Missoula, Montana 59801 (406) 728-4300

LICENSE: PORTABLE SAWMILL LICENSE

COST: $2.00
CODE/ARM: MCA Title 76, Chap. 13

DEPARTMENTS OR AGENCIES EXEMPT
FROM LICENSING CENTER:

DEPARTMENT OF AGRICULTURE

STATE AUDITOR

DEPARTMENT OF COMMERCE
- PROFESSIONAL AND OCCUPATIONAL LICENSING BUREAU

LEGISLATIVE BRANCH
- ENVIRONMENTAL QUALITY COUNCIL

RETAIL BUSINESS TYPES

I. FOOD STORES

PAGE NO.

GROCERY STORES

A. Store License
Department of Revenue 14

B. Beer/Wine Retailer's License
Department of Revenue 14

C. Cigarette Dealers License
Department of Revenue 14

D. Food Purveyor License
Department of Health and Environmental Sciences . 3

E. Egg Dealer's License
Department of Livestock (Required only if selling more than 25 cases of eggs per month) 9

F. Weighing Divice License
Department of Commerce 2

G. Petroleum Dealers License
Department of Commerce 2

MEAT AND FISH MARKETS

A. Store License
Department of Revenue 14

B. Food Purveyor License
Department of Health and Environmental Sciences . 3

C. Butchers License
Department of Livestock 8

D. Meat Peddler's License
Department of Livestock 8

E. Weighing Device License
Department of Commerce 2

FRUIT AND VEGETABLE STORE

A. Store License
Department of Revenue 14

B. Food Purveyor License
Department of Health and Environmental Sciences . 3

C. Weighing Device License
Department of Commerce 2

DAIRY PRODUCTS

A. Store License
Department of Revenue 14

B. Food Purveyor License
Department of Health and Environmental Sciences . 3

PAGE NO.

BAKERY
A. Store License
Department of Revenue 14
B. Food Purveyor License
Department of Health and Environmental Sciences . 3

CANDY, NUT AND CONFECTIONARY STORES
A. Store License
Department of Revenue 14
B. Food Purveyor License
Department of Health and Environmental Sciences . 3
C. Weighing Device License
Department of Commerce 2

MISCELLANEOUS FOOD STORES
A. Store License
Department of Revenue 14
B. Food Purveyor License
Department of Health and Environmental Sciences . 3

II. BUILDING MATERIALS AND GARDEN SUPPLIES

LUMBER AND OTHER BUILDING SUPPLIES
A. Store License
Department of Revenue 14
B. Weighing Device License
Department of Commerce 2

PAINT, GLASS AND WALLPAPER STORES
A. Store License
Department of Revenue 14

HARDWARE STORES
A. Store License
Department of Revenue 14
B. Weighing Device License
Department of Commerce 2

RETAIL NURSERIES AND GARDEN STORES
A. Store License
Department of Revenue 14
B. Weighing Device License
Department of Commerce 2

III. GENERAL MERCHANDISE STORES

PAGE NO.

DEPARTMENT STORES
VARIETY STORES
MISCELLANEOUS GENERAL MERCHANDISE STORES
A. Store License
Department of Revenue 14

IV. AUTOMOTIVE DEALERS & SERVICE STATIONS

NEW AND USED CAR DEALERS
A. Store License
Department of Revenue 14
B. New Car Dealers License
Department of Justice 6
C. Used Car Dealers License
Department of Justice 7

USED CAR DEALERS
A. Store License
Department of Revenue 14
B. Used Car Dealers License
Department of Justice 7

AUTO AND HOME SUPPLY STORES
A. Store License
Department of Revenue 14

GASOLINE SERVICE STATIONS
A. Store License
Department of Revenue 14
B. Petroleum Dealer's License
Department of Commerce 2

BOAT DEALERS
A. Store License
Department of Revenue 14

RECREATION AND UTILITY TRAILER DEALER'S
A. Store License
Department of Revenue 14
B. Recreational Vehicle Dealers License
Department of Justice 7

PAGE NO.

MOTORCYCLE DEALER'S
A. Store License
Department of Revenue 14
B. Motorcycle Dealers License
Department of Justice 6

MISCELLANEOUS AUTOMOTIVE DEALERS
A. Store License
Department of Revenue 14

V. APPAREL & ACCESSORY STORES

MEN'S & BOY'S CLOTHING AND FURNISHING
WOMEN'S CLOTHING ACCESSORY AND SPECIAL STORES
CHILDREN'S & INFANT'S WEAR STORES
FAMILY CLOTHING STORE
FURRIER'S & FUR SHOPS
MISCELLANEOUS APPAREL & ACCESSORIES
A. Store License
Department of Revenue 14

VI. FURNITURE & HOME FURNISHING STORES

FURNITURE STORES
FLOOR COVERING STORES
DRAPERY AND UPHOLSTERY STORES
HOUSEHOLD APPLIANCE STORES
RADIO, TELEVISION AND MUSIC STORES
MISCELLANEOUS HOME FURNISHING STORES
A. Store License
Department of Revenue 14

VII. EATING AND DRINKING PLACES

EATING PLACES
A. Food Purveyor License
Department of Health and Environmental Sciences . 3
B. Store License
Department of Revenue 14

EATING PLACES – BEER ONLY

A. Food Purveyor License
Department of Health and Environmental Sciences . 3

B. Beer Retailer's License
Department of Revenue 14

C. Store License
Department of Revenue 14

EATING PLACES – BEER AND WINE ONLY

A. Food Purveyor License
Department of Health and Environmental Sciences . 3

B. Beer/Wine Retailers License
Department of Revenue 14

C. Store License
Department of Revenue 14

EATING PLACES – FULL BAR SERVICE

A. Food Purveyor License
Department of Health and Environmental Sciences . 3

B. All-Beverage License
Department of Revenue 14

C. Store License
Department of Revenue 14

VII. MISCELLANEOUS RETAIL

DRUG STORES AND PROPIETARY STORES

A. Store License
Department of Revenue 14

B. All Beverage License
Department of Revenue 14

LIQUOR STORES

A. Store License
Department of Revenue 14

USED MERCHANDISE STORES
SPORTING GOODS AND BICYCLE STORES
BOOK STORES
STATIONERY STORES
JEWELRY STORES
HOBBY, TOY AND GAME STORES
CAMERA AND PHOTOGRAPHIC SUPPLY STORES
GIFT, NOVELTY AND SOUVENIR SHOPS
LUGGAGE AND LEATHERGOOD STORES
FLORISTS
MISCELLANEOUS RETAIL STORES

A. Store License
Department of Revenue 14

CIGAR STORES AND NEWSTANDS
- A. **Store License**
  Department of Revenue 14
- B. **Cigarette License**
  Department of Revenue 14

LIQUIFIED PETROLEUM DEALERS
- A. **Store License**
  Department of Revenue 14
- B. **Petroleum Dealer's License**
  Department of Commerce 2

RETAIL SERVICES

I. HOTEL AND OTHER LODGING PLACES

HOTEL, MOTELS AND TOURIST HOMES
- A. **Public Accomodation License**
  Department of Health and Environmental Sciences . 4
- B. **Food Purveyor License***
  Department of Health and Environmental Sciences . 3
- C. **All Beverage License***
  Department of Health and Environmental Sciences . 14
- D. **Store License***
  Department of Revenue 14

* *If Appropriate*

ROOMING AND BOARDING HOUSES
RETIREMENT HOMES
- A. **Public Accomodations License**
  Department of Health and Environmental Sciences . 4
- B. **Food Purveyor License**
  Department of Health and Environmental Sciences . 3

CAMPS AND TRAILER PARKS
- A. **Tourist Campground and/or Trailer Court License**
  Department of Health and Environmental Sciences . 4

II. PERSONAL SERVICES

LAUNDRY, CLEANING AND GARMET SERVICE
- A. **Licensed by County Treasurer**

PHOTOGRAPHIC STUDIOS, PORTRAIT
A. Store License
Department of Revenue 14

BEAUTY SHOPS AND BARBER SHOPS
A. Store License
Department of Revenue 14
Cosmetologist's and Barbers must be licensed by the Department of Commerce, 444-4288.

SHOE REPAIR AND HAT CLEANING
A. Store License
Department of Revenue 14

III. BUSINESS SERVICES

ADVERTISING AGENCIES
BLUEPRINTING AND PHOTOCOPYING
COMMERCIAL PHOTOGRAPHY AND ART
MAILING, REPRODUCTION AND STENOGRAPHIC SERVICE
PHOTOFINISHING LABORATORIES
A. Store License
Department of Revenue 14

DETECTIVE AND PROTECTIVE AGENCIES
A. Private Investigator's, Security Guards, etc. must be licensed by the Department of Commerce, 444-3768.

IV. MISCELLANEOUS REPAIR SERVICES

RADIO AND TELEVISION REPAIR
REFRIGERATION SERVICE AND REPAIR
REUPHOLSTERY AND FURNITURE REPAIR
AUTOMOTIVE REPAIR SHOPS
A. Store License*
Department of Revenue 14

* *If any merchandise is sold.*

V. AMUSEMENT AND RECREATIONAL SERVICES

PAGE NO.

MOTION PICTURE THEATERS
DRIVE-IN MOTION PICTURES
BILLIARD AND POOL ESTABLISHMENTS
BOWLING ALLEYS
A. **Store License**
Department of Revenue 14
B. **Food Purveyor License**
Department of Health and Environmental Sciences . 3

PUBLIC GOLF COURSES
MEMBERSHIP SPORTS AND RECREATION CLUBS*
A. **Store License**
Department of Revenue 14
B. **Swimming Pool or Area Approval***
Department of Health and Environmental Sciences . 4

VI. EDUCATIONAL SERVICES

BUSINESS AND SECRETARIAL SCHOOLS
PRIVATE VOCATIONAL SCHOOLS
A. **Proprietary School License**
Department of Commerce 1
B. **Proprietary School Agent Permit**
Department of Commerce 1

VII. SOCIAL SERVICES

INDIVIDUAL AND FAMILY SERVICES
A. **Day Care License**
Department of Social & Rehabilitation Services . . . 16

CHILD CARE SERVICES
A. **Child Care Agency License**
Department of Social & Rehabilitation Services . . . 16

RESIDENTIAL CARE
A. **Group Home License**
Department of Social & Rehabilitation Services . . . 16
B. **Adult Foster Care**
Department of Social & Rehabilitation Services . . . 16

VII. MISCELLANEOUS SERVICES

ENGINEERING AND ARCHITECTURAL SERVICES

A. Engineer & Land Surveyor License*
B. Architects*

*Must be licensed by the Department of Commerce, 444-4285.

ACCOUNTING, AUDITING AND BOOKKEEPING

A. Public Accountant License*

*Must be licensed by the Department of Commerce, 444-3739.

OTHER REQUIREMENTS

THE BASICS

If employees are hired for a new business, there are several basic requirements that must be fulfilled. These include obtaining a Federal Employer Identification Number and filing a State Withholding Tax Registration.

It will also be necessary to file an Employer Registration for Unemployment Insurance with the Department of Labor and Industry. Under this program, all employers are required to pay a tax on their payrolls at quarterly intervals. This tax is used to finance the payment of benefits to unemployed workers. The tax rate for a particular employer depends on the benefits charged against the employer's account.

It is also mandatory that employees be covered by Workers' Compensation Insurance, which provides compensation and medical benefits to employees injured on the job. Neither general liability nor health and accident insurance policies are substitutes for workers' compensation insurance. Employers may obtain coverage through certain private insurance companies or from the state-operated insurance program. Employers pay the insurance premiums based on a percentage of their employees' salaries. The law prohibits employers from deducting or obtaining any part of the premium from employees.

Any business that is operated under an assumed business name, as a partnership or corporation, should register with the Secretary of State. An assumed business name is defined as any name other than the full, true and correct name of the person operating the business.

Depending on the type of business you engage in, you may be subject to other federal, state and/or local government regulations. The Business Licensing Center will provide you with the information necessary to comply with these regulations.

On request, a Licensing Guide Sheet will be prepared for any business operation. It will indicate the licenses needed and the agencies to contact. Application forms will be provided for most licenses and basic registrations. See page 28 for a sample Licensing Guide Sheet.

LICENSING GUIDE SHEET

Montana Business Licensing Center
Department of Commerce
1424 Ninth Avenue
Helena, Montana 59620
(406) 444-3923
Toll Free: 1-800-221-8015

Date _____
Name _____
Address _____
City and State _____
Type of Business _____

BASIC LICENSING REQUIREMENTS IF EMPLOYEES ARE TO BE HIRED:

(Forms Enclosed if Checked)

☐ **Employer I.D. Number (Form SS-4)**
Internal Revenue Service
Federal Building
Helena, Montana 59626
Information: (406) 449-5392
(For Helena residents only)
Toll Free: 800-424-1040
(Also required if Partnership or Corporation is formed)

☐ **Withholding Tax Registration (Form ER-1)**
Department of Revenue
Withholding Tax Section
Mitchell Building
Helena, Montana 59620
(406) 444-2837

☐ **Employer Registration for Unemployment Insurance (Form UI-1)**
Department of Labor & Industry, UI Division
Employment Security Building
Helena, Montana 59620
(406) 444-2723

☐ **Workers' Compensation Insurance**
Dept. of Labor & Industry,
Workers' Compensation Division
5 South Last Chance Gulch
Helena, Montana 59620
State Fund: (406) 444-6500

SAMPLE

SPECIAL STATE REQUIREMENTS FOR YOUR BUSINESS ACTIVITY:

Type of License _____
Department _____
Address _____
Phone _____
Cost _____

Type of License _____
Department _____
Address _____
Phone _____
Cost _____

* * * * * * * *

If your business is operated under an assumed business name, as a partnership or corporation, you should contact:

☐ SECRETARY OF STATE
State Capitol
Helena, Montana 59620
(406) 444-3665

LOCAL GOVERNMENT AGENCIES TO CONTACT:

County: _____
_____
_____

City: _____
_____
_____

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